How to Submit Filings from the Pending Filings Folder

- 1. Log in to your eFileAZ account. https://efile.azcourts.gov/
- 2. Select 'Pending Submission' from the menu on the top right-hand side.



 $3. \ \ \, \text{Select the EFSP Filing ID number to be processed}.$

Pending Submission



Arizona Supreme Page 1 of 4 ESU17H-031221

4. This will open the submission in eFileAZ. Select the 'Review and Submit' tab.

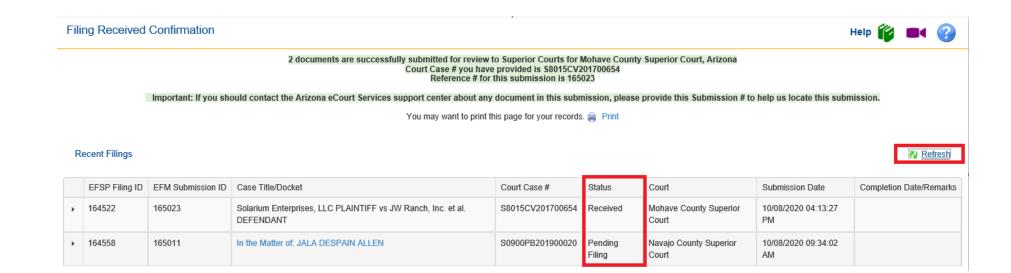


5. Select the 'Confirm and Submit All Now' button.



Arizona Supreme Page 2 of 4 ESU17H-031221

6. If the filing was submitted successfully to the court, you will be directed to a Filings Received Confirmation page. Select 'Refresh' until the status is 'Pending Filing' to be sure the submission has been received by the court. This may take a few minutes to update.



Arizona Supreme Page **3** of **4** ESU17H-031221

7. If the submission was not submitted successfully, it will appear again in the 'Pending Submission' folder. You will need to delete the pending submission from the Pending Submission folder. Contact AOC Support if you delete the filing so a refund can be issued at passupport@courts.az.gov or 602-452-3519.



8. If the submission was not submitted successfully, it will be necessary to refile the submission by starting a new filing.

Arizona Supreme Page 4 of 4 ESU17H-031221